11 FISCAL/EQUIPMENT MANAGEMENT	*Effective: 03/01/98*
11.8 Access to ROSIE on Existing Agency Infrastructure	*Revised: 06/01/06*

POLICY: Specific requirements must be met before accessing ROSIE from WIC computers. The WIC system is a secured website requiring the trusted site to be established in addition to printing parameters in place. This policy should be shared with local agency IT (information technology) staff before accessing ROSIE from a local agency computer.

Local agency IT staff will be responsible for resolving any LAN/WAN connection or computer network problems that can be shown to be a result of the local network. The Help Desk at the ADP contractor (currently CIBER, Inc.) and the State WIC Office staff will not resolve these types of problems.

PROCEDURE:

A. AGENCY RESPONSIBILITY

1. When electronic mail is loaded on any WIC computer, the agency is responsible for maintaining the e-mail client software (GroupWise, Outlook, Lotus Notes, etc) and any updates. In the event of a hardware failure, or new computer installation, the State WIC Office will ask the local IT staff to load the email client software.

2. Assist local project WIC staff in applying the internet property settings supplied by the State WIC Office. Establishing a trusted site, allowing pop-ups for this site only and a setting for Web Caching are the three required settings. Contact the State WIC Office System Manager for detailed written instructions.

B. NON-STANDARD HARDWARE: A non-standard computer or printer is considered any that is not purchased by the State WIC Office.

1. The following software requirements should be met if a non-standard PC is purchased: Adobe Acrobat Reader 5.0 or higher (highest available), Internet Explorer 6.0 or higher; MS Office 2003 or higher. If this computer will be used to create ADHOC reports, MS Access must be installed. To protect the computer, the agency must install their standard for virus scanning and protection.

2. The computer must have at least a 20 GB hard-drive and better than a 1.6 multi-processor.

3. If an additional MICR printer is purchased, contact the State Office IT Staff to ensure the Food Instrument Images can be applied and possibly additional flash-cards purchased.